

**Constitution of the
Eastman Square and Round Dance Club
(Revised as of 8/5/2026)**

ARTICLE I – NAME

This organization shall be known as the Eastman Square and Round Dance Club, hereinafter referred to as the "Club".

ARTICLE II – PURPOSE

The purpose of this organization shall be to encourage friendship, to provide pleasure and enjoyment through square and round dancing, to sponsor education and group instruction in square and round dancing and to sponsor and promote square and round dances for the Club.

ARTICLE III – MEMBERSHIP

Section 1 - The Eastman Square and Round Dance Club is an affiliate club of the Eastman Recreation Club. It is necessary to become a member of the Eastman Recreation Club in order to become a member of affiliate clubs including the Eastman Square and Round Dance Club.

Section 2 – Eligibility for membership: An Eastman employee, active or retired, or an employee of an approved Eastman Contractor can participate as a regular member in the Eastman Recreation Club and its affiliate clubs such as the Eastman Square and Round Dance Club. Spouses and dependents of Eastman Recreation Club employee members may participate as associate members. Other square and/or round dancers may become program affiliate members. All members must have completed a course of instruction in round or Modern Western square dancing or be able to dance at a level comparable to newest Club members in order to participate fully in Club dances. Regular members, associate members and program affiliates are all members of the Club with the same membership privileges and hereinafter will simply be referred to as "members". To be considered an "active member", the member must have paid applicable dues and must have attended at least one Club activity in the previous or current calendar year.

Section 3 – Annual dues are payable at the first dance of the year or by January 31, whichever is earlier. Active members are to be carried on the rolls until February 21 to provide a grace period. If applicable dues have not been received at the end of this period, the member will be considered inactive. Membership can be reactivated by payment of applicable dues to the Club and attendance at a Club activity.

Section 4 – Termination of employment status (except for retirement that allows the member the continued right to membership in the Eastman Recreation Club) that provided the basis for membership in the Eastman Recreation Club shall act as a termination of regular membership in the Club and shall operate as a release of all rights, title, and interest in the property, effects, and assets of the Club. Said termination of employment will also terminate the membership of associate members who are dependents of the former employee. However, former employees and their dependents shall be eligible to continue participation as program affiliates with payment of applicable dues.

ARTICLE IV – MEMBERSHIP PRIVILEGES

Section 1 – Only active members may hold an elected office and vote on Club matters.

Section 2 – Active members may attend and invite guests to regular dances, special dances and dance instruction. The Club may also solicit attendance of other square and round dancers through advertisements at other clubs or in the media. Guests who dance must have completed a course of instruction in round or Modern Western square dancing or be able to dance at a level comparable to newest Club members.

ARTICLE V – DUES AND FEES

Section 1 - Annual membership dues and fees for Club members shall be assessed by the Board of Directors. Annual membership dues for Eastman retirees may be waived by the Board of Directors

according to Eastman Recreation Club policy. Any proposed change in mandatory annual dues or fees will be presented to the Club for vote at a called meeting. Dance admissions are established by the Board of Directors as described in Section 3 of this Article.

Section 2 – The Board of Directors may also establish fees for annual dance passes to be offered to members, associate members, program affiliates, and guests to provide a source of income for the Club and to improve cash flow. The annual dance pass will be optional and will be in lieu of dance admission charges for normal Club dances. At the discretion of the Board of Directors, annual dance passes may be offered at the same or different prices to members and guests. Annual dance pass fees are to be paid in their entirety before February 21 of the applicable year.

Section 3 – The dance admission charges for members and guests will be determined by the Board of Directors and will be based on estimated needs to cover Club expenses for the annual budget. The Board of Directors will ensure that active members will be charged at least \$1.00 less than attending guests at Club dances.

ARTICLE VI – MANAGEMENT

Section 1 – The management shall be vested in the Board of Directors as defined in Article I of the Bylaws. The Board of Directors shall have control of the Club affairs with full power to act for it in all business matters. The Management of Eastman Recreation Club reserves the right to overrule the Board of Directors on any matter.

Section 2 – The Board of Directors shall hold meetings as required to make such rules and regulations for the guidance of the members of the Club as are deemed necessary and are not herein determined. The Recreation Representative will be informed and consulted regarding significant issues involving the operation of the Club including changes to the Constitution and Bylaws and other issues that arise in relation to the operation of the Club and the use of Eastman facilities for Club activities.

ARTICLE VII – QUORUM

A majority of the voting members of the Board of Directors shall constitute a quorum for meetings of the Board. The elected officers are the voting members of the Board. In the event that a member fulfills the responsibilities of more than one office, that member shall have only one vote in Board of Directors' decisions.

For regular or called meetings of the Club, those active members present shall constitute a quorum provided that the meeting was announced to the Club at least one week in advance and provided that there is a majority of the voting members of the Board of Directors participating in the meeting.

ARTICLE VIII – ACTIVITIES

The primary activities of the club are square and round dances and instruction. Use of company facilities will be scheduled through the Eastman Recreation Office. Activities of the Club shall be conducted in accordance with Eastman Recreation policies.

ARTICLE IX – RESIGNATIONS

Resignations of officers shall be tendered in writing (by email or letter) to the Eastman Recreation Club Representative.

ARTICLE X – REMOVAL OF OFFICERS AND MEMBERS

Any officer or member may be removed by a three-fifths vote of the Board of Directors excluding the person in question. The officer or member being removed must be notified prior to the Board of Directors meeting that addresses the proposed removal.

Bylaws of the Eastman Square and Round Dance Club

ARTICLE I – COMPOSITION, DUTIES AND POWERS OF THE BOARD OF DIRECTORS

Section 1 – The Board of Directors shall include those holding the offices of President, Vice-President, Secretary, Treasurer, Publicity Coordinator, Hospitality Coordinator, and Schedule Coordinator. These officers are the voting members of the Board. The term of each office will be from January 1 to December 31 of the designated year of service. Board Members at Large may also be appointed as appropriate to support the operation of the Club.

Section 2 – The Board of Directors shall be the Governing Body of the Club and shall make any and all decisions except where a Club vote is specified in the Constitution and Bylaws. The Board of Directors shall work closely with the Eastman Recreation Club Representative and shall abide by all decisions of the Facilities Representative Building Operations/Recreation and/or Eastman Recreation Club Staff Team. The Board shall meet as deemed necessary. A board meeting may be requested by any officer.

Section 3 – The Board of Directors has responsibility for election of officers as described in Article V of these Bylaws.

Section 4 – Committees not otherwise provided in these Bylaws may be appointed from time to time by the President.

Section 5 – The Board of Directors may decide by majority vote to participate in and pay membership fees to regional, state, and/or national Square and Round Dance organizations in order to obtain benefits afforded to their members, callers, and cuers.

Section 6 – The Board of Directors may decide by majority vote to appoint a Club Caller and/or Club Cuer to direct specified activities at Club events and to provide instruction to new dancers.

ARTICLE II – DUTIES AND POWERS OF OFFICERS

Section 1 – President: The President or appropriate designee shall preside at all meetings of the Club. He/She shall be responsible for the planning and leading of Club meetings (using basic rules of order) and for leading Club dances. In addition, he/she shall coordinate facilities usage with the appropriate Eastman Recreation Club representative for dances and instruction. The President may appoint a leader or leaders for specific dance meetings or parts thereof; such leaders must be active members. The President or such duly appointed leader shall have full charge of the dance or dances which they are leading.

Section 2 – Vice President: The Vice President shall perform the duties of the President in case of absence, resignation, or inability of the latter to act for personal or health reasons, and such other duties as may be assigned to him/her from time to time by the President or by the Board of Directors.

Section 3 – Secretary: The Secretary shall keep all records (minutes) of the meetings of the Club and shall sign such papers as may be directed by the President. The Secretary will compile official minutes of all regular meetings of the Board of Directors and issue the minutes to the Board of Directors within a period of one month following the date of the meeting. The presiding officer may designate another meeting attendee to compile the meeting minutes should the Secretary be unable to attend the meeting.

Section 4 – Treasurer: The Treasurer shall coordinate the receipt and disbursement of Club funds and shall keep records of all funds received and paid out by the Club and shall issue a financial report to the Board of Directors for presentation at each meeting of the Board. Because the Club is required by the Eastman Recreation Club to operate on an annual budget in which expenditures equal income, the Treasurer must point out any deficiencies or excess of funds in order that the Board may take appropriate, timely actions. The Treasurer will file a transaction report with the Eastman Recreation Club for the dances conducted each month and will provide adequate funds to the Eastman Recreation Club to cover caller and cuer fees for the month's activities. The transaction report will also include membership fees

collected and an accounting of funds in the Club's Reserve Fund (retained by the Treasurer) that the Club will use for petty cash expenditures such as supplies, decorations, and advertising. The Treasurer will request a quarterly report from the Eastman Recreation Club regarding expenditures on behalf of the Club and income from contributions or membership fees received.

Section 5 – Publicity Coordinator: The Publicity Coordinator shall plan and coordinate the promotion of Club events to further interest in the Club throughout the local and regional community of potential square and round dancers subject to the approval of the Board of Directors and the Eastman Recreation Club Representative.

Section 6 – Hospitality Coordinator: The Hospitality Coordinator will arrange for active members to set up prior to dances and to clean up after dances. The Hospitality Coordinator is also responsible for monitoring and restocking supplies in the supply closet as needed.

Section 7 – Schedule Coordinator: The Schedule Coordinator will arrange to have a caller and cuer for each regularly scheduled dance and will work closely with other members of the Board of Directors to ensure that caller/cuer fees are reasonable.

Section 8 – Board Members at Large:– One or more Board Members at Large may be appointed by the President subject to approval by a majority of the Board Members. Board Members at Large are invited to all meetings of the Board of Directors, may chair committees, assist elected Officers in the performance of their duties, make proposals to the Board of Directors, and participate in discussion. Board Members at Large must be active members of the Club. Since they are appointed, Board Members at Large shall not be voting members of the Board of Directors unless the appointment includes responsibilities that the Board of Directors deems worthy of voting privileges.

ARTICLE III – MEETINGS

Section 1 – The Club shall meet upon due notice at such times and places as may suit its convenience. Club meetings may be regular or called meetings.

Section 2 – The Club shall have called meetings upon the request of a majority of the Board of Directors or upon the request of three active members of the Club. The notice for called meetings shall declare the exact nature of the business and only that business shall be transacted.

ARTICLE IV – VACANCIES OF OFFICERS

Section 1 – Whenever any vacancy occurs among the officers of the Board of Directors, the replacement shall be selected by the remaining members of the Board of Directors. Vacancies on the Board of Directors shall be filled from active members of the Club, and the selected replacements shall hold office until the next regular election.

Section 2 – Absence from three consecutive meetings, regular or called, of the Board of Directors, without satisfactory excuse shall be deemed sufficient cause for declaring a vacancy.

ARTICLE V – ELECTION OF OFFICERS

Section 1 – The Board of Directors shall solicit nominations from the active membership each September. The Board shall endeavor to provide at least one nominee for each office listed in Articles I and II of the Bylaws. The Board shall obtain the consent of the proposed nominees before presenting the nominees to the Club for election. Active members may make further nominations provided that they have obtained the nominee's consent. Any further nominations must be submitted to the Board of Directors prior to a date established for closing of nominations in advance of the election.

Section 2 – Voting shall be conducted either at a Club meeting called by the Board of Directors for the purpose of the election of officers or by electronic means such as email or web voting forms. A meeting called for elections may be in conjunction with a scheduled dance. The election results shall be reported to the Recreation Club Representative following the election. In the case of a tie vote for any elective post, the ruling Board of Directors shall decide between the tied candidates.

Section 3 – The President, Vice President, Secretary, Treasurer, Publicity Coordinator, Hospitality Coordinator, and Schedule Coordinator shall serve for a term of one year, beginning January 1.

Section 4 – In the case of absence, death or inability of the President to perform the duties of the office, the position shall be filled by the Vice President. In the case of death or inability of the Vice President to assume the office of President, the remaining members of the Board of Directors shall select a President to complete the term.

ARTICLE VI – AMENDMENTS TO CONSTITUTION AND BYLAWS

An amendment to the Constitution and/or Bylaws may be initiated by an active Club member and presented, in writing, to the Board of Directors. If it passes by a majority vote of the Board it must be presented to the Eastman Recreation Club Representative who will present it to the Recreation Staff Team for final approval.

ARTICLE VII – LIABILITY

Neither the Eastman Chemical Company nor the Eastman Recreation Club is liable for any accidents that might occur during any of the Club's activities. The Board of Directors may choose to purchase liability insurance for the Club at their discretion or to request members and guests to sign liability waivers.

ARTICLE VIII – PROPERTY RESPONSIBILITY

Damage to the property of the Club, other than ordinary wear and tear, shall be paid by the member or members causing it. If and when the Club ceases to function, all property becomes the property of Eastman Recreation Club.

ARTICLE IX – EXPENDITURES

At least two officers of the Club must authorize any expenditure before forwarding to the Recreation Representative for approval or before disbursement from the Reserve Fund. If any officer of the Club has questions about the expenditure, he/she should contact the Recreation Representative prior to submission of the disbursement request. Expenditures of Club funds are not to be committed prior to approval.

ARTICLE X – DISSOLUTION

The Club may be dissolved by majority vote at a called meeting of the Club to consider dissolution. Reasons for dissolution of the Club shall include, but not be limited to: insolvency, projected insolvency, or inability of the Club to produce a slate of officers to fulfill the responsibilities of President, Vice President, Schedule Coordinator, Secretary, Treasurer and Hospitality Coordinator. The meeting must be announced with at least two weeks' notice. Such notices will be provided to active members based on contact information available from Club and Eastman Recreation Club records to reach as many active members as possible.

If there is a vote to dissolve the Club, any members who wish to continue the Club may choose to petition the Eastman Recreation Club with a plan for continuation.

Upon the dissolution of the Club and the discharge of its debts and the settlement of its affairs (including equitable reimbursement of any unspent annual dance pass fees), any funds and properties of the Club remaining thereafter, shall become the property of the Eastman Recreation Club.

Last Revision Date: June 17, 2026

APPROVAL DATE: August 5, 2026

CONSTITUTION AND BY LAWS APPROVED

CLUB OFFICER APPROVALS

PRESIDENT

VICE – PRESIDENT

TREASURER

SECRETARY

SCHEDULE COORDINATOR

PUBLICITY COORDINATOR

HOSPITALITY COORDINATOR

EASTMAN RECREATION CLUB APPROVALS

RECREATION STAFF TEAM MEMBER

FACILITIES REPRESENTATIVE
RECREATION

EASTMAN RECREATION CLUB
REPRESENTATIVE